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6000Finance/Administration

6100 Finance/Administrative Section Organization

The Finance Section is responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit. The IC will determine the need for a Finance/Administration Section, and designate an individual to perform that role. If no Finance Section is established, the IC will perform all finance functions. The Finance/Administration Section is set up for any incident that may require onsite financial management. More and more, larger incidents are using a Finance/Administration Section to monitor costs. Smaller incidents may also require certain Finance/Administration functions. For example, the IC may establish one or more units of the Finance/Administration Section for such things as procuring special equipment, contracting with a vendor, or for making cost estimates of alternative strategies.

The Finance Section may establish four units as necessary. Not all of the units may be required, and they will be established based upon need.

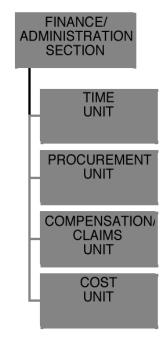
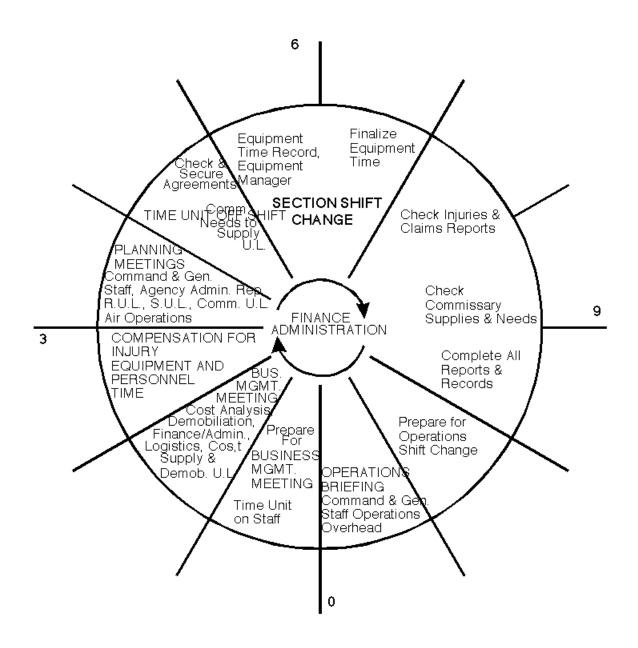


Figure 6-1 – Finance/Admin Section Diagram

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ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.: Agency Administrator Representative

Bus. Mgmt.:

Comm. U.L.:

Demob. U.L.:

Demobilization Unit Leader

Finance/Admin.:

Finance/Administration

Gen.: General

I.A.P.: Incident Action Plan
R.U.L.: Resources Unit Leader
S.U.L.: Situation Unit Leader

U.L.: Unit Leader

6120 Roles and Responsibilities

Note: Roles and Responsibilities outlined in the FOG (Field Operations Guide) should not be repeated in this section. Short summaries and additional responsibilities could be included.

6120.1 Finance Section Chief

6120.2 Time Unit/Leader

6120.21 Equipment Time Recorder

6120.22 Personnel Time Recorder

6120.3 Procurement Unit/Leader

6120.4 Compensation/Claims Unit/Leader

6120.5 Cost Unit/Leader

6130 Contracting Officer Authority

6200 Fund Access

6210 National Pollution Fund Center (NPFC)

Ref: 40 CFR 300, 33 CFR 133, 33 CFR 136

The National Pollution Funds Center (NPFC) is the fiduciary agent for the Oil Spill Liability Trust Fund (OSTLF) and CERCLA/Superfund manager for the funds provided by EPA for hazardous materials incident response.

6220 Oil Spill Liability Trust Fund (OSLTF)

The Oil Spill Liability Trust Fund (OSTLF) is the Fund established under section 9509 of the Internal Revenue Code of 1986 (26 USC 9509). The following procedures apply to OSCs (either Coast Guard or EPA) who are performing oil removal operations under the NCP and require funding support from the OSTLF.

- 1. The OSC contacts the cognizant CG District Commander and requests issuance of an FPN and a corresponding ceiling amount.
- 2. The District Commander issues the FPN and associated ceiling amount to the OSC by priority message. Additional information needed includes:
 - a. Name of all known vessels and/or facilities involved;
 - b. Source of the discharge or potential discharge, if known;
 - c. Responsible Party, if known;
 - d. Location and date of discharge;
 - e. Identification of the body of water impacted or threatened;
 - f. The distribution of funds between contractor costs and all other costs;
 - g. Clean up contractors selected, if any.

 All ceiling messages, POLREPS, or others messages related to the incident where the OSTLF has been accessed shall include the OSC, NPFC, CG FINCEN, and cognizant MLC contracting branch as INFO addees, in addition to current reporting requirements.

6230 Comprehensive Environmental Response, Compensation & Liability Act (CERCLA) Fund

The Comprehensive Environmental Response, Compensation & Liability Act (CERCLA) is the CERCLA fund. The following procedures apply to OSCs (either Coast Guard or EPA) who are performing hazardous substance response operations under the NCP and require funding support from the CERCLA Fund.

- The OSC contacts the NPFC Case officer and requests issuance of a CERCLA Project Number (CPN) and a corresponding ceiling amount. Additional information needed includes:
 - a. MSO and OSC Point of Contact;
 - b. Name of incident, location (city/county, state);
 - c. LAT/LONG
 - d. Date incident occurred/discovered and date OSC action commenced;
 - e. Description of threat;
 - f. Ceiling amount requested;
 - g. Contractor(s) hired and amount obligated for each.
- 2. The NPFC will respond promptly to all requests, with confirmation by priority message no later than the next business day.
- 3. Initial CERCLA Ceiling requests are limited to \$250,000
- 4. All messages, POLREPS, or others messages related to the incident where the CERCLA Fund has been accessed shall include the OSC, NPFC, District (m), CG FINCEN, and cognizant MLC contracting branch as INFO addees, in addition to current reporting requirements.
- 5. There are special OSC requirements for CERCLA incidents which place additional reporting requirements. See the NPFC User Guide for more information.

6240 Federal Access to the Fund

6250 State Access to the Fund – Direct and Indirect

Information about state access to the Fund is found in 33 CFR 133 and 33 CFR 136 with additional guidance in the National Pollution Funds Center's User Reference Guide. Information from the User Guide can be obtained by contacting the Eleventh Coast Guard District Marine Safety Division Office at phone number **510/437-2940**. For additional information regarding these procedures or related subjects, State representatives, OSCs, and other interested parties are urged to contact the **NPFC** at **703/235-4767**.

6260 Local Access to the State Oil Spill Response Trust Fund

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If the Oil Spill Liability Trust Fund is opened to provide funds for a spill incident, local agencies should seek reimbursement through the OSC. If federal funds are not available or will not be available in an adequate period of time, and a responsible party does not exist or is unable or unwilling to provide adequate and timely cleanup and to pay for the damages resulting from a marine oil spill, then the State of California Oil Spill Response Trust Fund shall be used to pay necessary costs for responding to, containing, and cleaning up the oil spill. Information regarding these procedures can be obtained from the State of California Office of Oil Spill Prevention and Response Cost Recovery Unit at phone number 916/327-9407.

6270 Lead Administrative Trustee Access to the Fund

Executive Order 12777 (October 22, 1991) requires the federal natural resource trustees to select a representative as the federal lead administrative trustee (LAT). In general, the LAT serves as the federal contact for all aspects related to damage assessment, resource restoration, and federal funding for NRDA activities. Depending on the resources affected and other relevant factors, it might be appropriate for most administrative duties to be undertaken by a lead trustee from a non-federal agency. In such cases, a LAT would still be selected to work with the representatives of the OSTLF to secure federal funds to initiate the damage assessment. All other administrative duties regarding damage assessment activities would be coordinated by the non-federal lead trustee. This lead trustee or trustee agency shall be selected by consensus of all participating trustees. The trustees will notify the Coast Guard of the LAT and, when applicable, non-federal lead trustee as soon as possible after an oil spill.

The trustees intend to execute a general Memorandum of Agreement (MOA) to coordinate their damage assessment and restoration activities. Among other things, the MOA will identify trustees, establish criteria for selecting the LAT, and provide procedures for decision making and monetary recoveries.

The LAT will contact the OSC or his/her representative to secure money to initiate the assessment of natural resource damages following an oil spill. The LAT will provide an outline of studies jointly agreed upon by the participating trustees for which funding is sought and how such funds will be allocated among the trustees. Each participating trustee will provide documentation of all expenditures, costs and activities. The LAT is responsible for coordinating all such documentation to the representatives of the OPA Fund.

6280 Claims Against Fund

Information about claims against the Fund can be found in 33 CFR 133 and 33 CFR 136 with additional guidance in the National Pollution Funds Center's User Reference Guide. A full copy of the User Guide can be obtained by contacting the Eleventh Coast Guard District Marine Safety Division Office at phone number 510/437-2940. For additional information regarding these procedures or related subjects, State representatives, OSCs, and other interested parties are urged to contact the NPFC at **703/235-4767**.

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6300 Documentation and Cost Recovery

Information about Cost Recovery and Documentation and cost recovery/documentation forms are in 33 CFR 133 and 33 CFR 136 with additional guidance in the National Pollution Funds User Reference Guide. Information from the User Guide can be obtained by contacting the Eleventh Coast Guard District Marine Safety Division Office at phone number 510/437-2940, or the local Marine Safety Office. For additional information regarding these procedures or related subjects, State representatives, OSCs, and other interested parties are urged to contact the NPFC at **703/235-4767**.

6310 Required Letters

6310.1 Notice of Federal Interest

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.a.

6310.2 Letter of Federal Assumption

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.d.

6310.3 Letter of Designation of Source

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.

6310.4 Administrative/Directive Order

6320 Administrative Reports

6320.1 OSC Report

OSC Reports will be submitted as required by the RRT at the discretion of the OSC for a particular incident as stated in 40 CFR 300.165.

6400 Reserved

6500 Reserved

6600 Reserved

6700 Reserved for Area

6800 Reserved for District

6900 Reserved

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